

THE NAVAJO NATION  
Department of Personnel Management  
**IN-HOUSE JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE7237252  
POSITION NO: 945634  
CLASS CODE: 4145

Date Posted: 12/03/12  
Closing Date: 12/14/12

POSITION TITLE: HEAD START BUS DRIVER \*\*

DEPA Candidates are to : NAVAJO HEADSTART - CHINLE AGENCY

DEPARTMENT NO: 723 WORKSITE LOCATION: COTTONWOOD, ARIZONA

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V59A

Days: M-F

Hours: 40 hrs.per week

Permanent: ☒

Temporary: ☐

Part-Time: ☐

Duration: \$                      Per Annum

No. of Hrs/Wk: 40 \$ \$12.48 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Conducts and documents daily pre and post school bus inspections. Transports children from home to center and return home; to monitor the school bus monitor to ensure safe riding practices (i.e. loading and unloading procedures, ensures children are properly secured in the safety restraint system; and releasing child to authorize caretakers). Communicates professionally with children, parents, community members and staff. Communicates proficiently and effectively on a two-way radio and other method of communication system. Documents daily activities daily activities and prepares required monthly reports.

Cleans and sanitizes the school bus: seats, safety restraint system, floors, windows, mirrors, rails, doors handles and other assigned custodial duties, i.e. classroom, toys, kitchen, restrooms, etc. Documents mileage log; maintains fuel and maintenance report expenses; reports and documents accidents to supervisor and Fleet Coordinator. Reports and problems with school bus that need repairs or servicing to Fleet Coordinator and/or Fleet Management. Assists with meal and snacks preparation as needed and assists with classroom supervision of children's. Provides training and guidance on safety practices and procedures according to Head Start Transportation Standards. Conducts school bus safety evacuation drills; attend meetings and trainings, assists and participates in classroom activities and to obtain resource materials for school bus safety projects and provide assistance to the teacher to develop lesson plans on transportation.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Must have a High School Diploma or GED; and a valid Commercial Driver's License with passenger and school bus endorsement.

**Experience:**

**(To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, etc.**

**Special Knowledge, Skills and Abilities:**

Knowledge of the methods, practices, tools, equipment, and materials used in the operations and maintenance of automotive vehicles; knowledge of the occupational hazards and safety precautions necessary to minimize injury to passengers or damage to equipment; knowledge of traffic codes and regulations. Ability to locate the cause of vehicle malfunctions; ability to understand and communicate the Navajo and English languages.

**License/Certification Requirements:**

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain a Bus Driver's Certificate, a Navajo Nation Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate, a First Aid Certificate and a Food Handler's Permit.

**\*\* UNION POSITION**

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-30-11**